



Program Guidelines 2012-2013 (K-12)

CAC Staff Contact:

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The intent of the **Artists in Schools** program is to integrate community arts resources—artists and professional art organizations—into a comprehensive, standards-based program that underscores the critical role that the arts play in shaping a student's overall well-being and academic achievement. The **Artists in Schools** program is supported by proceeds from the sale of the Arts License Plate, a specialty plate designed by noted California artist Wayne Thiebaud to support arts education and local arts programming.

Application Postmark Deadline: Friday, March 9, 2012

Program Guidelines

The California Arts Council (CAC) has promoted arts education since 1976 through its support of in-school arts programs that engage community arts resources, such as highly skilled artists and professional arts organizations. In this program, the Council's primary goal is to partner with, collaborate and support the educational community in creating and sustaining a comprehensive, articulated program of arts education for all students. It is not the intent of this program to supplant teachers or arts programs, but rather to augment and integrate community arts resources into a comprehensive, standards-based arts program K-12.

The Artists in Schools Program (AIS) provides funding for residency activities that emphasize long-term, in-depth interaction between professional artists and a group of students, during school or after-school programs.

Arts organizations of all disciplines are eligible to apply. Residencies should enable students to understand specific art forms and to develop their creativity. All projects should consist of hands-on participation and must include the California Visual and Performing Arts Content Standards (VAPA) of Aesthetic Perception, Creative Expression, Historical/Cultural Context, Aesthetic Valuing and Connections. (For more information about the Standards refer to

<http://www.cde.ca.gov/ci/cr/cf/documents/vpaframewrk.pdf>

Each residency must be locally designed and developed in partnership between an arts organization and school(s). All residencies require matching funds. CAC funding can be matched by the **arts organization or jointly by the arts organization and school**. Projects that reflect matching funds from both the arts organization and school(s) will be more competitive in the panel process.

OBJECTIVES

- To develop partnerships between schools and local arts organizations
- To use existing community arts resources
- To maximize available funding sources for the arts
- To develop the artistic abilities and creativity of students
- To serve diverse school communities throughout the state
- To promote learning and problem-solving through the arts
- To expand professional artists' participation in schools and education.

ELIGIBILITY

- The arts organization must have been engaged in programming for a minimum of three years at the time of application.
- The arts organization and school must be in California.
- Artists working with the applicant arts organization must show professional experience of at least **3 years** in the artistic discipline to be taught; must be residents of California; and may not be full-time students in a degree program.
- The arts organization must be a non-profit arts organization, and must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
- If the arts organization does not have nonprofit status, but meets all other requirements, it may use another arts organization with nonprofit status as the fiscal receiver. The fiscal receiver will meet all fiscal and administrative obligations for the grant.
- Fiscal receivers must meet the same eligibility requirements listed above for an arts organization applying to the Artists in Schools program. Both the arts organization and its fiscal receiver must have similar organizational goals and objectives, and must enter into a formal agreement on the management of grant funds and responsibilities associated with the completion of the project.
- Both the arts organization and school(s) must comply with the following: the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug Free Workplace Act of 1988; California Government Code Sections 11135-11139.5 (barring discrimination based on race, color, national origin, sex, age, and disability); the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and

Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

- Both arts organization and school(s) must comply with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulations, and pay professional performers, artists, and other personnel at a compensation level for persons similarly employed elsewhere.

In order to spread our limited grant dollars, we have the following restrictions in this category. Except for organizations that receive AIS Planning Grants, if you apply to both Creating Public Value (CPV) and Artists in Schools (AIS) programs and are recommended for funding, you may have to choose between CPV and AIS. If you are planning to apply to both programs, please contact the program administrator. For CPV contact (Lucero Arellano at Larellano@cac.ca.gov) or AIS (Wayne Cook at Wcook@cac.ca.gov.)

REQUIREMENTS

- Include one or more artists of the same or different disciplines who conduct activities at a minimum of one, to a maximum four schools.
- Engage students in a broad range of arts activities, all of which must be unified by a single philosophy, vision, purpose or theme.
- Each student or a core group of students must receive a minimum of 12 weeks to a maximum of 32 weeks in FY 2012-2013 (October 1, 2012 thru June 30, 2013).
- Be free of charge to students.
- Include a project coordinator from the arts organization and a school site coordinator from each participating school. Residency projects are collaborations between arts organizations and school(s), with shared responsibility for project planning and implementation.
- Include professional fees for artists: fees must be comparable to others employed in the same field.
- Submit only one application per funding cycle. **An artist may be part of only one application to the Artists in Schools Program in any one year.**
- Neither the arts coordinator nor the school site coordinator may serve as an artist in the residency.
- State funds cannot be used for hospitality, purchase of equipment, out-of-state travel.

FUNDING CATEGORIES

Applicant organization can only apply in one of the three following categories.

1) IN SCHOOL PARTNERSHIPS:

Creating and sustaining projects taking place in public or private nonprofit schools, during regular school hours. Specialized schools, court or continuation schools or schools focusing on students with disabilities are also eligible. A one-to-one dollar match is required.

2) AFTER-SCHOOL PROGRAMS:

Projects taking place on school campuses with students from that school in reinforcing, expanding and deepening the arts learning for students. A one-to-one dollar match is required. (Example: During the school day students are taught acting techniques and stage directions. The reinforced, expanded and deepening activity after school may utilize those learned skills to perform a scene or a play.)

3) PLANNING GRANT:

A limited number of planning grants are available to support non-profit arts organizations with no or limited history working with schools, but have identified a school(s) in their community as a possible partner. Awards of \$2500 in this category would assist the arts organization and a school partner to plan a course of action and strategies to incorporate community arts resources into the ongoing standards-based arts activities of a school. Planning grants do not require a match. If your organization applied and received a Planning Grant in the past, you **ARE NOT** eligible to re-apply.

Funds may support--but are not limited to--staff development workshops for artists and/or teachers, curriculum development, educational and artistic collaborations between artists and teachers, training for artists on classroom management skills and teaching pedagogy, and training to better one's understanding of how to use the Visual and Performing Arts Content Standards effectively. CAC program staff will evaluate all completed plans. Organizations that are successful in securing a planning grant in FY 2012-13 will be eligible to apply for program funding in FY 2013-14. Planning grants must adhere to the financial restrictions required by the state.

DUTIES & RESPONSIBILITIES

Arts Organization must: (Planning Grants are exempt)

The California Arts Council will be requiring all applicants to fill out a profile through the California Cultural Data Project and submit a supplementary form along with your application.

APPENDIX

New partnership with the California Cultural Data Project **(California CDP)**

The California Arts Council, along with other public and private funders in California, is engaging in a new partnership with the Cultural Data Project and now requires applicants to complete a Cultural Data Profile through the California CDP Web site (<http://www.caculturaldata.org>).

The California CDP is an online system for collecting and standardizing historical financial and organizational data and will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California. It is hoped that access to this data will enhance both individual organizational capacity as well as the overall effectiveness of the nonprofit cultural community in our state. Applicants applying to more than one of the participating grant makers will only need to complete this form once each year.

Participation in the California Cultural Data Project (California CDP) is required for all California Arts Council applications. As part of the application process, it is also due to the California Arts Council by this application's deadline.

Instructions for the Use of the California CDP:

1. Your organization must be registered with the California CDP Web site and have created an organizational login ID and password.
2. Your organization, or arts program/department within a larger organization, will enter historic financial and programmatic information for completed fiscal years using board-approved audits or reviews. If your organization is not audited, you will enter information from your board-approved year-end financial statements.

Please note: Your project budgets and narratives are NOT collected by the California Cultural Data Project and will remain part of the California Arts Council application.

3. If this is your first year of use, you are asked to **complete a Cultural Data Profile for each of the two most recently completed fiscal years.** (Going forward, you will only need to provide one year of data.) If you are a returning applicant, you must update your profile each year and submit an AIS Funders Report with your application.

4. Once you have completed and submitted your Cultural Data Profile, go to the “Funder Reports” section of the California CDP Web site and download a copy of the Funder Report for the California Arts Council, and the on-line application will instruct you on including it with your application materials. Relevant information from the applicant’s Cultural Data Profile will automatically be included in the California Arts Council Funder Report. **Please be sure to review your Funder Report.**
5. The California CDP Help Desk will review each of your submitted profile(s) and contact you with suggested revisions. It is your responsibility to respond and to make all necessary changes to the submitted Data Profile(s). Making these suggested revisions may help you represent your organization more accurately in the Funder Reports you use as part of your application to participating grants programs and in the powerful User Reports.

Please note: The complete instructions for the use of the California CDP are available on California CDP web site: <http://www.caculturaldata.org>

Please direct questions concerning the Cultural Data Profile to:

California CDP Help Desk:

Toll Free: 1-866-9-CAL-CDP

Email: help@caculturaldata.org

The California CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm PST.

To complete this part of your application go to the California Cultural Data Project website:

All organizations are required to fill out the California Cultural Data Project information. **Planning grant applicants are currently exempt from this requirement.**

Arts Organization Coordinator must:

- Develop a specific plan for space, time, equipment and participation with artists and school staff.
- Introduce the artists and the residency objectives to school staff.
- Act as facilitator and liaison between the arts organization, school(s), artists, and the CAC.
- Comply with CAC reporting requirements.

School Site Coordinator assures that the school provides:

- All supplies, materials and equipment necessary for the residency.
- Appropriate space for the residency.
- Students.

Joint Responsibilities must include:

- Publicizing the residency to parents, school administration, county superintendents of education and local governmental officials.
- Providing on-going assistance to the artists and teachers.

Length of Residency:

- In a regular school year, the length of residency ranges from 12 weeks to 32 weeks.

Request Amount and Match:

Residency project awards up to \$12,000 depending on the length, number of artists, matching ability and/or the objectives of the residency.

- Projects require a dollar- for-dollar match, that is, one dollar of CAC funds matched by one dollar of non-state funds.
- A minimum of **75 percent** of project funds (**of both CAC request and match**) must be used to pay artists for residency activities.
- Up to 25 percent of project funds may be used for project costs, other than artists' fees.

WHAT WE DO NOT FUND

1. Projects that charge students for residency activities
2. Residencies where the primary activity is any of the following:
 - Artist performances, tours or exhibits
 - Artist fellowships or individual artistic projects
 - Staffing functions of arts organizations
 - Technical assistance or consultations to organizations or artist groups
 - Art therapy
 - Job training

Please note: If you are not certain that your project is appropriate for the Artists in Schools Program, consult CAC program staff before you prepare a proposal.

HOW APPLICATIONS ARE EVALUATED

A volunteer panel of artists, arts administrators and educators reviews all Artists in Schools applications. Recommendations of the peer review panel are submitted to the California Arts Council for final approval.

Review Criteria for Applications:

IN SCHOOL PARTNERSHIPS & AFTER-SCHOOL PROGRAMS

Artistic Quality

- Work samples from the organization.
- Work samples of students (required for returning grantees)
- Experience of each artist (resumes)
- Design of project

Strength of Arts Organization

- Fiscal and managerial soundness
- Organization capacity

Impact of the Residency

- School's commitment
- VAPA standards
- Project impact on students
- Evaluation design

Review Criteria for PLANNING GRANT- Artists in Schools

- Soundness of plan based on narrative
- Strength of artistic action plan as it relates to arts organization and school goals
- Benefit to the school and to the arts organization

APPLICATION DEADLINE

Postmark Deadline is Friday, March 9, 2012

*Incomplete applications will not be accepted.
Non-requested materials will not be reviewed*

TIMELINE:

Application Postmark Deadline	Panel Meeting	Award Notification	Earliest Start Date	Latest End Date
March 9, 2012	Spring 2012	Early June 2012	October 1 2012	June 30 2013

Staff Assistance

CAC staff members are available on a limited basis to offer guidance and clarification as you prepare your application. Be sure to contact staff far enough ahead of the deadline to ensure that your question can be answered Contact:

**Wayne Cook, Arts Program Specialist
(916) 322-6344**

Throughout the application you will *encounter boxes with question marks, or highlighted text in blue that would provide further helpful information.* These help boxes are there to assist you in completing the on-line application. The help box will provide you additional information, explanation, and/or clarification for specific sections of the application. It may be beneficial to you to view this information, even if you are familiar with the application process.